

Import File Layout Specification for Winter Data Collection, 2003-2004
Fall Staff - S2 Nondegree-Granting Institutions, Fall 2003
Fixed Length/Positional File (*.TXT)

Field ID(Key)	Column	Length	Description	Valid Entries
UNITID	1	6	UNITID	Valid UnitID
SURVSECT	7	2	Survey Section	"S2 "
FILLER	9	1	Filler	Spaces
PART	10	1	Part of survey section	A, B, and C (refer to appendix A, survey part code table)
LINE	11	2	Primary occupational activity	Part A, lines 1,3, 5-9 and Part B, lines 1-3, 5-9 (refer to appendix A, primary occupational activity code table) (Parts A and B, line 10, and Part C will be generated by system - do not include in import file.)
Filler	13	7	Filler	Blanks
SRACE01	20	6	Nonresident Alien - Men (1)	0 to 999999
SRACE02	26	6	Nonresident Alien - Women (2)	0 to 999999
SRACE03	32	6	Black, non-Hispanic - Men (3)	0 to 999999
SRACE04	38	6	Black, non-Hispanic - Women (4)	0 to 999999
SRACE05	44	6	American Indian or Alaska Native - Men (5)	0 to 999999
SRACE06	50	6	American Indian or Alaska Native - Women (6)	0 to 999999
SRACE07	56	6	Asian or Pacific Islander - Men (7)	0 to 999999
SRACE08	62	6	Asian or Pacific Islander - Women (8)	0 to 999999
SRACE09	68	6	Hispanic - Men (9)	0 to 999999
SRACE10	74	6	Hispanic - Women (10)	0 to 999999
SRACE11	80	6	White, non-Hispanic - Men (11)	0 to 999999
SRACE12	86	6	White, non-Hispanic - Women (12)	0 to 999999
SRACE13	92	6	Race/ethnicity unknown - Men (13)	0 to 999999
SRACE14	98	6	Race/ethnicity unknown - Women (14)	0 to 999999

Sort order: UNITID, SURVSECT, PART, LINE

Note: All numeric fields should be right-justified in its field. Both leading zeros and spaces are permissible. Character data should be left justified. If for any combination of PART and LINE there are zero staff, then do not include record in the import file.

This import specification is applicable to nondegree-granting institutions that have 15 or more full-time employees.

Import File Layout Specification for Winter Data Collection, 2003-2004
Fall Staff - S2 Nondegree-Granting Institutions, Fall 2003
Key Value Pair File (*.TXT)

Field ID(Key)	Description	Valid Entries
UNITID	UNITID	nnnnnn=Valid UnitID
SURVSECT	Survey Section	"S2"
PART	Part of survey section	A, B, and C (refer to appendix A, survey part code table)
LINE	Primary occupational activity	i = 1,3,5-9 when PART="A" and 1-3,5-9 when PART="B" (refer to appendix A, primary occupational activity code table). Part C will be generated by system - do not include in import file.
RACE	Race/ethnicity - Parts A and B	j = 1 to 7 (refer to appendix A, race/ethnicity table)
GENDER	Gender	k= 1-men, 2-women
Count	Number of employees/staff	1 to 999999, for zero value see note below.

Sample record:

```
UNITID=100663,SURVSECT=S2,PART=A,LINE=1,RACE=1,GENDER =1,COUNT=nnnnn
UNITID=100663,SURVSECT=S2,PART=A,LINE=1,RACE=1,GENDER =2,COUNT=nnnnn
UNITID=100663,SURVSECT=S2,PART=A,LINE=1,RACE=2,GENDER =1,COUNT=nnnnn
UNITID=100663,SURVSECT=S2,PART=A,LINE=1,RACE=2,GENDER =2,COUNT=nnnnn
"      "      "      "      "      "      "      "      "
UNITID=100663,SURVSECT=S2,PART=A,LINE=i,RACE=j,GENDER =k,COUNT=nnnnn
UNITID=100663,SURVSECT=S2,PART=B,LINE=1,RACE=1,GENDER =1,COUNT=nnnnn
UNITID=100663,SURVSECT=S2,PART=B,LINE=1,RACE=1,GENDER =2,COUNT=nnnnn
UNITID=100663,SURVSECT=S2,PART=B,LINE=1,RACE=2,GENDER =1,COUNT=nnnnn
UNITID=100663,SURVSECT=S2,PART=B,LINE=1,RACE=2,GENDER =2,COUNT=nnnnn
"      "      "      "      "      "      "      "      "
UNITID=100663,SURVSECT=S2,PART=B,LINE=i,RACE=j,GENDER =k,COUNT=nnnnn
"      "      "      "      "      "      "      "      "
"      "      "      "      "      "      "      "      "
UNITID=nnnnnn,SURVSECT=S2,PART=A,LINE=1,RACE=1,GENDER =1,COUNT=nnnnn
UNITID=nnnnnn,SURVSECT=S2,PART=A,LINE=1,RACE=1,GENDER =2,COUNT=nnnnn
UNITID=nnnnnn,SURVSECT=S2,PART=A,LINE=1,RACE=2,GENDER =1,COUNT=nnnnn
UNITID=nnnnnn,SURVSECT=S2,PART=A,LINE=1,RACE=2,GENDER =2,COUNT=nnnnn
"      "      "      "      "      "      "      "      "
UNITID=nnnnnn,SURVSECT=S2,PART=A,LINE=i,RACE=j,GENDER =k,COUNT=nnnnn
UNITID=nnnnnn,SURVSECT=S2,PART=B,LINE=1,RACE=1,GENDER =1,COUNT=nnnnn
UNITID=nnnnnn,SURVSECT=S2,PART=B,LINE=1,RACE=1,GENDER =2,COUNT=nnnnn
UNITID=nnnnnn,SURVSECT=S2,PART=B,LINE=1,RACE=2,GENDER =1,COUNT=nnnnn
UNITID=nnnnnn,SURVSECT=S2,PART=B,LINE=1,RACE=2,GENDER =2,COUNT=nnnnn
"      "      "      "      "      "      "      "      "
UNITID=nnnnnn,SURVSECT=S2,PART=B,LINE=i,RACE=j,GENDER =k,COUNT=nnnnn
```

Sort order: UNITID, SURVSECT, PART, LINE

Note: If for any combination of PART, LINE, RACE, and GENDER the count is zero, then do not include record in the import file.

This import specification is applicable to nondegree-granting institutions that have 15 or more full-time employees.

Appendix A - Code Value Tables

Survey part code table

- A Full-time employees by racial/ethnic category, gender, and primary occupational activity
- B Part-time employees by racial/ethnic category, gender, and primary occupational activity
- C Total full-time and part-time employees **(Not included in import file - All numbers will be automatically generated based on totals in Parts A and B)**

Primary occupational activity table

Part A - Full-time employees

- 1 Faculty (Instruction/research/public service)
- 3 Executive/administrative/managerial
- 5 Other professionals (support/service)
- 6 Technical and paraprofessionals
- 7 Clerical and secretarial
- 8 Skilled crafts
- 9 Service/Maintenance
- 10 Total full-time employees will be generated. Do not include in import file.**

Part B - Part-time employees

- 1 Faculty (Instruction/research/public service)
- 2 Instruction/research assistants (applicable to part-time employees only)
- 3 Executive/administrative/managerial
- 5 Other professionals (support/service)
- 6 Technical and paraprofessionals
- 7 Clerical and secretarial
- 8 Skilled crafts
- 9 Service/Maintenance
- 10 Total part-time employees will be generated. Do not include in import file.**

Part C - Summary of full-time and part-time employees (based on totals in Parts A and B)

- 1 Total full-time and part-time employees will be generated. Do not include in import file.**

Race-ethnicity table

- 1 Nonresident Alien
- 2 Black non-Hispanic
- 3 American Indian or Alaska Native
- 4 Asian or Pacific Islander
- 5 Hispanic
- 6 White non-Hispanic
- 7 Race/ethnicity unknown